

**Adams Retirement System
Administrator
Job Description**

Work Location: Adams Retirement Board Office
3 Hoosac Street
Adams, MA 01220

Date Approved: July 28, 2021
Position Status: Full Time

Title: Administrator
Exempt\Non-Exempt: Exempt

Reporting Structure: Reports to the Adams Retirement Board through the Board Chairperson

Conformance Statements

In the performance of their respective tasks and duties the Retirement Board Administrator is expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with retirees, employees, vendors, residents and Town Officials.
- Work independently while understanding the necessity for communicating and coordinating work efforts with all members of the Adams Retirement Board.

Position purpose

The Adams Retirement Board Administrator oversees and directs all aspects of the retirement system by ensuring compliance with Chapter 32 of the Massachusetts General Laws and PERAC Regulations. The Adams Retirement Board Administrator is responsible for the maintenance of the System's members, their records, the investment records, the financial records, creditable service records and all other records that are maintained by the Board.

Essential Functions\Tasks (required)

- Prepare monthly payroll for retirees. Prepare and ensure weekly staff payroll and monthly Board stipends are accurate and paid on schedule.
- Process all applications from member units from entrance into retirement system through retirement\transfer\withdrawal.
- Prepare and maintain all accounting records and reports which include processing payables and receivables. Prepare reconciliations of accounts. Handle year end closing of system and prepare Annual Statement for Board signature and submission to PERAC. Work with PERAC and independent auditors on an annual and tri-annual basis to ensure that all records are accurate and in compliance with Massachusetts General Laws.
- Prepare annual operating budget for the administration of the Retirement System and provide monthly spreadsheet of balances to the Board.
- Counsel members for retirement planning; estimate and calculate pensions.
- Post Board meetings: prepare agenda and supporting documents for distribution to Board members .
- Record minutes of meetings; implement votes of the Board and conduct elections for Board members.
- Notify Board members of upcoming educational programs to be in compliance with mandatory Board member educational requirements. Make all travel arrangements and assist Board members in completing authorization and reimbursement forms.
- Prepare individual cases for decision by the Board.
- Analyze pending legislation that may impact the retirement system; responsible for notifying the board members, member units and members.
- Serve as a liaison with PERAC, PRIT, and CRAB.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

- Write reports, business correspondence, procedure manuals.
- Administer competitive bidding process for goods and services.
- Use word processing spreadsheet and data base software applications in a Windows-based environment.
- Ensure that software upgrades are implemented on a timely basis. Analyze options and present recommendation to the Board for consideration.

Qualifications

A successful candidate must possess excellent oral and written communication skills in order to explain retirement law complexities and strategies to the active and retired membership and to interact with investment managers and banks to assure accuracy of system's financial reporting. An understanding of accounting practices is required to record investment and member transactions. Must have the ability to understand medical information and present information regarding disability applications concisely and accurately to the Board.

Candidate should possess bachelor's degree in accounting or business-related discipline and experience working in a M.G.L. Chapter 32 public retirement system. Must possess knowledge of general business and accounting principles and practices. Must be proficient in the use of personal computers, including word processing and spreadsheet software.

Salary Range

Commensurate with experience.

Special Position Requirements

The Retirement Board Administrator will travel to departments outside of the Adams Retirement Board Office. Additionally, the Administrator will travel to attend meetings, conferences, and to take part in training opportunities.

Work Requirements

This position requires ability to read and analyze data, problem solving, customer contact, accounting skills, budgeting, verbal and written communication, detail oriented. This position may experience frequent interruptions.

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required for this job.

To Apply

Please provide a letter of interest, resume, and references by e-mail to patmwol@gmail.com or mail to Adams Retirement Board, 3 Hoosac Street, Adams, MA 01220. Resumes must be received by Friday August 13, 2021.

Adams Retirement Board is an Equal Opportunity Employer. In compliance with Equal Opportunity Guidelines and the Americans with Disabilities Act, Adams Retirement Board provides reasonable accommodations to qualified individuals with disabilities and encourages both perspective and current employees to discuss potential accommodations with the employer.